



Accreditation

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Oklahoma State Department of Education

Management vs. Leadership

- Peter Drucker stated that "management is doing things right; leadership is doing the right things." Great leaders possess dazzling social intelligence, a zest for change, and above all, vision that allows them to set their sights on the "things" that truly merit attention.

YOUR GOAL AS AN EFFECTIVE LEADER

Every Site Accredited With

NO DEFICIENCIES

Purpose of RAOs

- Educate
- Act as liaison between the SDE and the schools
- Resource for information
- Provide guidance and make recommendations
- Conduct audits to gather information
- We are here to help you be the best leader you can be!

Accreditation

- Accredited Schools are meeting State Requirements.
- State Aid is paid ONLY to Accredited Schools
- A Deficiency Indicates the School Is **Not** In Compliance With a Requirement, But Is Still Accredited. (Some deficiencies are automatic, for example if a school is designated as a priority school)

Application Process

Garbage In = Garbage Out

(Contact your RAO if you are not sure of an answer)

You can delegate job tasks, but you can not delegate responsibility. If someone else enters your information, verify that it is correct before it is submitted.

Certifications

- Co-Teaching: Teachers work together
- Adjuncts: Can teach one hour in an area outside of certification.
 - Core: Submit application to Certification with \$25
 - Elective: Receive local board approval and keep documentation
 - Anything more than one hour requires State Board Approval through a deregulation

Preparing For Your Audit

1. Organize your supporting evidence in the order requested (Without a paper trail it didn't happen)
2. Use a file box or binder to organize materials
3. Do not use plastic sleeves
4. Use this opportunity to demonstrate the great things going on in your school district.

Drills

- Bus: Recommended one within the first two weeks of each semester
- Fire: To be completed within first 15 days of each semester
- Tornado: Two drills (September and March)
- Lockdown: (Two per year, one each semester)
- Intruder: To be completed within first 15 days of each semester
- Two additional drills: districts choice (Let your safety committee help select which additional drills you conduct.)

Safety Committee

- This committee is waived however, we recommend that you still have the meeting and document the discussions. You want to give the perception to your stakeholders that you as the leader of your district/site are doing everything possible to keep students safe. HB 1684 requires districts to include suicide prevention in the discussions.

Required Members for Safety Committee

- Teachers
- Parents of enrolled students
- Students
- School official who participates in investigations regarding bullying
- HB 1684 requires districts to include a counselor or mental health provider

Tdap: 7th Grade Students

- Not the same as DTaP
- Brand Names: Adacel (Tdap), Boostrix (Tdap)
- Most Dr. Offices and Health Departments are connected to the same system.
- Contact the State Health Department to get access.
- If a large majority of students are not inoculated contact health department or local tribal office.

CARE and PREVENTION

Every Certified, Head/Assistant or
Adjunct Coach Must Have Care and Prevention

- Transcript With Care and Prevention Highlighted
- Class must have included a lab and make sure the certificate has all of the necessary information

Bus Drivers

Have a list of all bus drivers including activity drivers. Each driver should have:

- The required health examination (Make sure Dr checks yes they can drive and signs the form.)
- CDL with appropriate endorsement
- Oklahoma Bus Driving Certificate (pink card)
- Documentation that district participates in random drug testing
- In-service forms for all bus drivers (make sure you have the new form with two sections)
- Background check

Transportation

- Pre- and Post- trip inspections for every bus on every day that they are used to transport students.
- Documentation that all buses were inspected annually as in accordance with state law
- Documentation that inspector is qualified
- Required documentation on *every* driver and *every* bus
- Documentation that the supervisor has attended Alcohol and Substance Abuse training

State Requirements for Teacher/Staff Training

If multiple training topics are covered in one meeting, create an agenda that lists the topics. They can be listed across the top of the sign-in sheet, or a separate sheet can be created for each topic. For example:

Beautiful School District

8/15/2014

8:30-12:00

District Training: Blood Borne pathogens, child abuse, and school safety plan.

(Without a paper trail it didn't happen. HB 1684 requires professional development regarding awareness and reporting of child sexual abuse).

Example: Child Abuse

Beautiful School District

8/15/2014

8:30-12:00

- Topics Covered: District policy, signs to look for, system for reporting, number to call (1-800-522-3511), and ramifications for failing to act.

(System of Reporting Recommendation: When someone calls the number for the Oklahoma State Department of Human Services they are given a reporting number. Put a system in place where the number is documented! Protect yourself!)

District Treasurers/Encumbrance Clerks

- 12 hours of school finance laws
- 12 hours of continuing education education in last three years
- As of fall 2014 trainings must have approved stamp
- Please put the most recent training in front of the file
- Are the district treasurer and superintendent bonded? Provide documentation
- Superintendent cannot be treasurer or encumbrance clerk

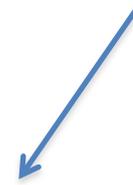
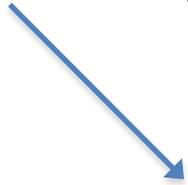


Check Your Exceptions

Personnel Report

Accreditation Application

Your Student Information System



District Exceptions

Be Proactive and Be Prepared

Run an RAO Exception Report to view problem areas

Single-Sign On

Accreditation

Reports

Exceptions

RAO Exceptions

Thank You!

Questions?

